

**UTAH COUNTY AUDITORS OFFICE - ACCOUNTS PAYABLE
MEAL REIMBURSEMENT OTHER THAN TRAVEL**

POLICY REFERENCE:

(Policy for food & meals and/or Staff Appreciation other than Travel)

Section 3. Employee meeting, required attendance.

If an employee is required to attend a meeting, directly related to his/her job, representing Utah County, and is required to pay for food and/or beverage, those expenses will be reimbursed if the following items are attached.

(A. A copy of the agenda or program. B. A list of attendees (if number is under 10 people) if over 10, an organization name will be acceptable.)

All requests for this purpose must be signed by the department head and approved by the commission.

PURPOSE OF MEETING: _____

NAMES OF PEOPLE IN ATTENDANCE:

_____	_____
_____	_____
_____	_____
_____	_____

COSTS: \$ _____ (**Attach receipts and agenda**)

SIGNATURE

REQUESTED BY: _____ DATE: _____

DEPARTMENT HEAD: _____ DATE: _____